

\_\_\_\_\_ **PARISH** \_\_\_\_\_ **DISTRICT**  
\_\_\_\_\_ **PARISH POLICE JURY**  
\_\_\_\_\_, Louisiana

General Purpose Financial Statements  
As of and for the Year Ended \_\_\_\_\_, 19\_\_\_\_  
With Supplemental Information Schedules

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**TRANSMITTAL LETTER**

**ANNUAL FINANCIAL STATEMENTS**

\_\_\_\_\_  
(Date)

Office of Legislative Auditor  
Attention: Ms. Suzanne Elliott  
1600 North Third  
P.O. Box 94397  
Baton Rouge, LA 70804-9397

Dear Ms. Elliott:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements for the \_\_\_\_\_ Parish \_\_\_\_\_ District as of and for the fiscal year ended December 31, 19\_\_\_. The report includes all funds under the control and oversight of the district (list any exceptions). The accompanying financial statements have been prepared in accordance with generally accepted accounting principles (list any exceptions or specify the cash basis of accounting instead of in accordance with generally accepted accounting principles).

Sincerely,

\_\_\_\_\_  
Officer

Enclosure

\_\_\_\_\_ PARISH \_\_\_\_\_ DISTRICT  
\_\_\_\_\_, Louisiana

**ANNUAL SWORN FINANCIAL STATEMENTS AND  
CERTIFICATION OF REVENUES \$50,000 OR LESS (if applicable)**

The annual sworn financial statements are required by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 days after the close of the fiscal year. The certification of revenues \$50,000 or less, if applicable, is required by Louisiana Revised Statute 24:513(l)(l)(c)(i).

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**AFFIDAVIT**

Personally came and appeared before the undersigned authority, \_\_\_\_\_ (name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the \_\_\_\_\_ Parish \_\_\_\_\_ District as of \_\_\_\_\_, 19\_\_, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

(Complete if applicable)

In addition, \_\_\_\_\_ (name), who, duly sworn, deposes and says that the \_\_\_\_\_ Parish \_\_\_\_\_ District received \$50,000 or less in revenues and other sources for the fiscal year ending \_\_\_\_\_, 19\_\_, and, accordingly, is not required to have an audit for the previously mentioned fiscal year-end.

\_\_\_\_\_  
Signature

Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_.

\_\_\_\_\_  
NOTARY PUBLIC

Officer \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **PARISH** \_\_\_\_\_ **DISTRICT**  
\_\_\_\_\_ **PARISH POLICE JURY**  
\_\_\_\_\_, Louisiana

Notes to the Financial Statements  
As of and for the Year Ended \_\_\_\_\_, 19\_\_

## **INTRODUCTION**

[Include specific information about the district, such as:

1. How the district was created, including making reference to the specific Louisiana Revised Statutes, if applicable.
2. The purpose of the district.
3. Number of board members, how appointed, and whether they are compensated.
4. Geographic location and size of the district.
5. The population of the district or the number of people served.
6. Number of employees or an explanation if there are no employees.
7. Quantitative information about the district's operations (number of and type of facilities maintained, approximate number of miles of sewerage lines, water lines, etc.).]

## **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **A BASIS OF PRESENTATION**

The accompanying general purpose financial statements of the \_\_\_\_\_ Parish \_\_\_\_\_ District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

## **B. REPORTING ENTITY**

The district is a component unit of the \_\_\_\_\_ Parish Police Jury, the financial reporting entity. The police jury is financially accountable for the district because it appoints a voting majority of the board and has the ability to impose its will on them.

The accompanying financial statements present information only on the funds maintained by the district and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

## **C. FUND ACCOUNTING**

The \_\_\_\_\_ Parish \_\_\_\_\_ District is organized and operated on a fund basis whereby a self-balancing set of accounts (Enterprise Fund) is maintained that comprises its assets, liabilities, fund equity, revenues, and expenses. The operations are financed and operated in a manner similar to a private business enterprise, where the intent of the governing body is that the cost (expenses, including depreciation) of providing services on a continuing basis be financed or recovered primarily through user charges.

## **D. BASIS OF ACCOUNTING**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Enterprise Fund is accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of this fund is included on the balance sheet. The Enterprise Fund uses the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized at the time liabilities are incurred. The Enterprise Fund uses the following practices in recording certain revenues and expenses:

### **Revenues**

(This space should be used to describe when various revenues are reported. Specifically, ad valorem taxes [if ad valorem taxes are received, the details of the property tax calendar, including lien dates, levy dates, due dates, and collection dates must be included], fees for services, grants, and any other material revenues should be described.)

### **Expenses**

(This space should be used to describe when various expenses are reported. Specifically, salaries and major expenses should be described.)

### **E. CASH AND CASH EQUIVALENTS**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. [Include the district's established policy concerning which short-term, highly liquid investments it will treat as cash equivalents. For example, cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less.] Under state law, the district may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

### **F. INVESTMENTS**

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the district's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

[GASB Statement No. 31 requires the following disclosures:

1. The methods and significant assumptions used to estimate the fair value of investments, if that fair value is based on other than quoted market prices.
2. The policy for determining which investments, if any, are reported at amortized cost.
3. For any investments in external investment pools that are not SEC-registered, a brief description of any regulatory oversight for the pool and whether the fair value of the position in the pool is the same as the value of the pool shares.
4. Any involuntary participation in an external investment pool.
5. If an entity cannot obtain information from a pool sponsor to allow it to determine the fair value of its investment in the pool, the methods used and significant assumptions made in determining that fair value and the reasons for having had to make such an estimate.

6. Any income from investments associated with one fund that is assigned to another fund.

GASB Statement No. 31 requires the district to report investments at fair value in the balance sheet, except as follows:

1. Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, should be reported using a cost-based measure, provided that the fair value of those contracts is not significantly affected by the impairment of the credit standing of the issuer or other factors.
2. The district may report at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations. Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

You should refer to GASB Statement No. 31 for guidance relating to the reporting and disclosures of investments and investment income.]

#### **G. INVENTORIES**

Inventories consist of \_\_\_\_\_ and are recorded as an expense when consumed. Inventories are valued at the lower of cost (first-in, first-out; last-in, first-out; etc.) or market.

#### **H. PREPAID ITEMS**

(Describe the district's policy for prepaid items.)

#### **I. RESTRICTED ASSETS**

Certain proceeds of the Enterprise Fund revenue bonds, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. (Include the specific restrictions.)

**J. FIXED ASSETS**

Fixed assets of the district are included on the balance sheet of the fund. Interest costs incurred during construction are (are not) capitalized (or construction period interest is immaterial and is not capitalized). Depreciation of all exhaustible fixed assets are charged as an expense against operations. Fixed assets reported on the balance sheet are net of accumulated depreciation (if reported net on the balance sheet). Depreciation is computed using the \_\_\_\_\_ method over the estimated useful lives of \_\_\_\_\_ to \_\_\_\_\_ years for \_\_\_\_\_ (asset type) and \_\_\_\_\_ to \_\_\_\_\_ years for (identify any other type).

**K. COMPENSATED ABSENCES**

The district has the following policy relating to vacation and sick leave:

(If the district does not have a formal leave policy or the leave policy does not provide for the accumulation and vesting of leave, the notes should so state.)

The district's recognition and measurement criteria for compensated absences follows:

[GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if *both* of the following conditions are met:

- a. The employees' rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

- a. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
- b. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.



**L. LONG-TERM LIABILITIES**

Long-term liabilities are recognized within the Enterprise Fund.

**M. FUND EQUITY**

**Contributed Capital**

Grants, entitlements, or shared revenues received that are restricted for the acquisition or construction of capital assets are recorded as contributed capital. Contributed capital is (is not) amortized based on the depreciation recognized on that portion of the assets acquired from such contributions. (If amortized, add the following: This depreciation is closed to the contributed capital account and is reflected as an adjustment to net income.)

**Reserves**

Reserves represent those portions of fund equity legally segregated for a specific future use.

**2. LEVIED TAXES**

The following is a summary of authorized and levied ad valorem taxes:

	Authorized Millage	Levied Millage
_____	_____	_____
_____	_____	_____

The following are the principal taxpayers for the parish and related ad valorem tax revenue for the district: [include those taxpayers whose percentage of total assessed valuation is 5% and greater]

\_\_\_\_\_**PARISH**\_\_\_\_\_**DISTRICT**  
 \_\_\_\_\_**PARISH POLICE JURY**  
 \_\_\_\_\_, Louisiana  
 Notes to the Financial Statements (Continued)

Taxpayer	Type of Business	Assessed Valuation	% of Total Assessed Valuation	Ad Valorem Tax Revenue for District
_____	_____	\$ _____	_____%	\$ _____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
Total		\$ _____	_____%	\$ _____

### 3. FUND DEFICITS

At December 31, 19\_\_, the unreserved retained earnings deficit totals \$\_\_\_\_\_. (Give management's response for elimination of the deficit.)

### 4. CASH AND CASH EQUIVALENTS

At December 31, 19\_\_, the district has cash and cash equivalents (book balances) totaling \$\_\_\_\_\_ as follows:

Demand deposits	\$ _____
Interest-bearing demand deposits	_____
Time deposits	_____
Other	_____
Total	\$ _____

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 19\_\_, the district has \$\_\_\_\_\_ in deposits (collected bank balances). These deposits are secured from risk by \$\_\_\_\_\_ of federal deposit insurance and \$\_\_\_\_\_ of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). [If deposits are not fully

\_\_\_\_\_**PARISH**\_\_\_\_\_**DISTRICT**  
 \_\_\_\_\_**PARISH POLICE JURY**  
 \_\_\_\_\_, Louisiana  
 Notes to the Financial Statements (Continued)

secured, add the following: The remaining balance of \$\_\_\_\_\_ is not secured by the pledge of securities and is a violation of state law.]

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the district that the fiscal agent has failed to pay deposited funds upon demand.

## 5. RECEIVABLES

The following is a summary of receivables at December 31, 19\_\_:

<u>Class of Receivable</u>	<u>Current Assets</u>	<u>Restricted Assets</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

(There should be a discussion of bad debt accounting and write-off policy.)

## 6. INVESTMENTS

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the district or its agent in the district's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the district's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the district's name

At fiscal year-end, the district's investment balances were as follows:

\_\_\_\_\_**PARISH**\_\_\_\_\_**DISTRICT**  
 \_\_\_\_\_**PARISH POLICE JURY**  
 \_\_\_\_\_, Louisiana  
 Notes to the Financial Statements (Continued)

<u>Type of Investment</u>	<u>Category</u>			<u>Carrying Amount</u>			<u>Total Carrying Amount</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>Fair Value</u>	<u>Amortized Cost</u>	<u>Cost</u>	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>				
Investments not subject to categorization:							
Deferred compensation plan				_____			_____
External investment pool				_____			_____
Total investments				<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

[For an illustration of how to calculate, display, and disclose the increase or decrease in the fair value of investments, refer to Appendix C of GASB Statement No. 31.]

(This disclosure should acknowledge any violation of the state's investment laws or the district's investment policy.)

## 7. **FIXED ASSETS**

A summary of fixed assets at \_\_\_\_\_, 19\_\_\_\_, follows:

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net</u>
Land	\$ _____	\$ _____	\$ _____
Buildings	_____	_____	_____
Furniture and fixtures	_____	_____	_____
(Other)	_____	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

(A narrative should be included to explain the useful lives of the assets and the depreciation methods used or this can be incorporated in the schedule.)

\_\_\_\_\_ PARISH \_\_\_\_\_ DISTRICT  
\_\_\_\_\_ PARISH POLICE JURY  
\_\_\_\_\_, Louisiana  
Notes to the Financial Statements (Continued)

## 8. PENSION PLAN

(Describe the pension plan and make all disclosures required by GASB Statement No. 27. If the district is a member of the Parochial Employees' Retirement System of Louisiana, the following should be used.)

*Plan Description.* Substantially all employees of the \_\_\_\_\_ Parish \_\_\_\_\_ District are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. [All employees of the district are members of (Plan A) (Plan B).] [or Some employees of the district are members of Plan A, and some are members of Plan B.]

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. [Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only before January 1, 1980, the benefit is equal to 1% of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980.] [Under Plan B, employees who retire at or after age 62 with at least 10 years of creditable service or at or after age 55 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 2% of their final-average salary in excess of \$100 for each year of creditable service. Furthermore, employees with at least 10 years of creditable service, but less than 30 years, may take early retirement benefits commencing at or after age 60, with the basic benefit reduced 3% for each year retirement precedes age 62. In any case, monthly retirement benefits paid under Plan B cannot exceed the lesser of 100% of final-average salary or \$70 multiplied by total years of creditable service.] Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504) 928-1361.

*Funding Policy.* [Under Plan A, members are required by state statute to contribute 9.5% of their annual covered salary and the district is required to contribute at an actuarially determined rate. The current rate is 5.5% of annual covered payroll.] [Under Plan B, members are required by state statute to contribute 2.0% of their annual covered salary in excess of \$1,200 and the district

\_\_\_\_ PARISH \_\_\_\_\_ DISTRICT  
\_\_\_\_ PARISH POLICE JURY  
\_\_\_\_, Louisiana  
Notes to the Financial Statements (Continued)

is required to contribute at an actuarially determined rate. The current rate is 2.50% of annual covered payroll.] Contributions to the System also include one-fourth of 1% (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the district are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. [The district's contributions to the System under Plan A for the years ending December 31, 1998, 1997, and 1996, were \$\_\_\_\_\_, \$\_\_\_\_\_, and \$\_\_\_\_\_, respectively, equal to the required contributions for each year.] [The district's contributions to the System under Plan B for the years ending December 31, 1998, 1997, and 1996, were \$\_\_\_\_\_, \$\_\_\_\_\_, and \$\_\_\_\_\_, respectively, equal to the required contributions for each year.] (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

**9. OTHER POSTEMPLOYMENT BENEFITS**

[GASB Statement No. 12 requires, as a minimum, the following disclosures if the district provides other postemployment benefits (OPEB). The disclosures may be made separately for one or more types of benefits or in the aggregate for all OPEB provided.

- A. A description of the OPEB provided; employee groups covered; eligibility requirements; and the employer and participant obligations to contribute, quantified in some manner (for example, the approximate percentage of the total obligation to contribute that is borne by the employer and the participants, respectively, or the dollar or percentage contribution rates).
- B. A description of the statutory, contractual, or other authority under which OPEB provisions and obligations to contribute are established.
- C. A description of the accounting and financing or funding policies followed; for example, a statement that the employer's contributions are financed on a pay-as-you-go basis or are advance-funded on an actuarially determined basis. If OPEB are advance-funded on an actuarially determined basis, the employer should also disclose the actuarial cost method and significant actuarial assumptions (including the interest rate and, if applicable, the projected salary increase assumption and the health inflation assumption) used to determine funding requirements, and the method used to value plan assets.
- D. The following expenditure/expense information, depending on how OPEB are financed:

\_\_\_\_\_**PARISH**\_\_\_\_\_**DISTRICT**  
\_\_\_\_\_**PARISH POLICE JURY**  
\_\_\_\_\_, Louisiana  
Notes to the Financial Statements (Continued)

1. If OPEB are financed on a pay-as-you-go basis, the amount of OPEB expenditures/expenses recognized during the period by the employer (net of participant contributions); also, disclose the number of participants currently eligible to receive benefits. If expenditures/expenses for OPEB cannot readily be separated from expenditures/expenses for similar types of benefits provided to active employees and their dependents, employers should use reasonable methods to approximate OPEB expenditures/expenses. If a reasonable approximation cannot be made, employers should state that OPEB expenditures/expenses cannot be reasonably estimated.
  2. If OPEB are advance-funded on an actuarially determined basis, the number of active plan participants, the employer's actuarially required and actual contributions for the period (net of participant contributions), the amount of net assets available for OPEB, and the actuarial accrued liability and unfunded actuarial accrued liability for OPEB according to the actuarial cost method in use.
- E. A description (and the dollar effect, if measurable) of any significant matters that affect the comparability of the disclosures with those for the previous period (for example, a change in benefit provisions).
- F. Any additional information that the employer believes will help users assess the nature and magnitude of the cost of the employer's commitment to provide OPEB.]

**10. COMPENSATED ABSENCES**

At December 31, 19\_\_, employees of the district have accumulated and vested \$ \_\_\_\_\_ of employee leave benefits, which was computed in accordance with GASB Codification Section C60.

**11. LEASES**

The district records (does not record) items under capital leases as assets and obligations in the accompanying financial statements. The following is an analysis of capital leases:

\_\_\_\_\_ PARISH \_\_\_\_\_ DISTRICT  
 \_\_\_\_\_ PARISH POLICE JURY  
 \_\_\_\_\_, Louisiana  
 Notes to the Financial Statements (Continued)

Type	Recorded Amount
Buildings	\$ _____
Equipment	_____
Other	_____
Total	\$ _____

The following is a summary of future minimum lease payments under capital leases and the present value of the net minimum lease payments as of \_\_\_\_\_, 19\_\_:

Fiscal Year	Buildings	Equipment	Other	Total
19__	\$ _____	\$ _____	\$ _____	\$ _____
19__	_____	_____	_____	_____
19__	_____	_____	_____	_____
19__	_____	_____	_____	_____
19__	_____	_____	_____	_____
Thereafter	_____	_____	_____	_____
Total minimum lease payments	_____	_____	_____	_____
Less amount representing executory costs	_____	_____	_____	_____
Net minimum lease payments	_____	_____	_____	_____
Less amount representing interest	_____	_____	_____	_____
Present value of net minimum lease payments	\$ _____	\$ _____	\$ _____	\$ _____

The district has operating leases of the following nature:



\_\_\_\_\_ PARISH \_\_\_\_\_ DISTRICT  
 \_\_\_\_\_ PARISH POLICE JURY  
 \_\_\_\_\_, Louisiana  
 Notes to the Financial Statements (Continued)

The minimum annual commitments under noncancelable operating leases are as follows:

<u>Fiscal Year</u>	<u>Buildings and Office Facilities</u>	<u>Equipment</u>	<u>Total</u>
19__	\$ _____	\$ _____	\$ _____
19__	_____	_____	_____
19__	_____	_____	_____
19__	_____	_____	_____
19__	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

## 12. LONG-TERM LIABILITIES

The following is a summary of the long-term liability transactions during the year:

Long-term liability payable at _____, 19__	\$ _____
Additions	_____
Deductions	_____
Long-term liability payable at _____, 19__	\$ _____

A detailed listing of general long-term liabilities follows, with the funding and reserve requirements:

## 13. RELATED PARTY TRANSACTIONS

(FASB 57 requires the disclosure of the description of the relationship, the transactions, the dollar amount of the transactions, and any amounts due to or from that result from related party transactions. List all related party transactions.)

## 14. RISK MANAGEMENT

[Describe the risks of loss to which the district is exposed and the way in which those risks of loss are handled (for example, purchase of commercial insurance, participation in a public entity risk pool, risk retention).]

\_\_\_\_\_ PARISH \_\_\_\_\_ DISTRICT  
\_\_\_\_\_ PARISH POLICE JURY  
\_\_\_\_\_, Louisiana  
Notes to the Financial Statements (Concluded)

If the district has significant reductions in insurance coverage from coverage in the prior year, participates in a risk pool, or retains the risk of loss, refer to GASB Codification Section C50 for additional required disclosures.]

#### **15. LITIGATION AND CLAIMS**

At \_\_\_\_\_, 19\_\_, the district is involved in litigation or is aware of claims totaling \$\_\_\_\_\_, which are not covered by insurance. (Include the legal counsel's opinion as to the ultimate resolution of those remaining amounts.) Claims and litigation costs of \$\_\_\_\_\_ were incurred in the current year and are recorded as a current-year expense.

#### **16. SUBSEQUENT EVENTS**

(A reporting government should disclose any material event affecting it that occurs between the close of the fiscal period and issuance of the financial statements.)

#### **17. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES**

(Note to the preparer of the financial statements: GASB Statement 24 requires that on-behalf payments for fringe benefits and salaries be recognized as revenue and expenditures or expenses and that the notes to the financial statements disclose the amounts recognized. On-behalf payments include pension plan contributions, employee health and life insurance premiums, and salary supplements or stipends. You should refer to GASB Statement 24 for guidance relating to the recognition and measurement of on-behalf payments for fringe benefits and salaries.)

Certain operating expenses of the district are paid by the parish police jury and are not included in the accompanying financial statements. These expenditures are summarized as follows:

\_\_\_\_\_ PARISH \_\_\_\_\_ DISTRICT  
\_\_\_\_\_ PARISH POLICE JURY  
\_\_\_\_\_, Louisiana  
**SUPPLEMENTAL INFORMATION SCHEDULES**  
**For the Year Ended \_\_\_\_\_, 19\_\_**

**COMPENSATION PAID BOARD MEMBERS**

A schedule of compensation paid board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. (Include the statute authorizing the compensation, the amounts, et cetera.)

**PRIOR AUDIT FINDINGS**

The follow-up and corrective action taken on all prior audit findings is presented in the summary schedule of prior audit findings (Schedule 2).

**CURRENT AUDIT FINDINGS**

The corrective action plan for current year audit findings is presented in Schedule 3.

\_\_\_\_\_ PARISH \_\_\_\_\_ DISTRICT  
 \_\_\_\_\_ PARISH POLICE JURY  
 \_\_\_\_\_, Louisiana

**Summary Schedule of Prior Audit Findings**  
**For the Year Ended \_\_\_\_\_, 19\_\_**

<u>Ref. No.<sup>1</sup></u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken (Yes, No, Partially)</u>	<u>Planned Corrective Action/Partial Corrective Action Taken<sup>2&amp;3</sup></u>
Section I - Internal Control and Compliance Material to the Financial Statements:				
_____	_____	_____	_____	_____
		_____		_____
		_____		_____
_____	_____	_____	_____	_____
		_____		_____
		_____		_____
Section II - Management Letter:				
_____	_____	_____	_____	_____
		_____		_____
		_____		_____
_____	_____	_____	_____	_____
		_____		_____
		_____		_____

**Note:** This summary schedule of prior audit findings should include all prior audit findings and management letter comments. This includes internal control findings and compliance findings. If no findings have been reported under a specific section, the schedule should so state.

In addition, this summary schedule should include audit findings reported in the prior audit's summary schedule of prior audit findings, except those audit findings listed as corrected or no longer valid or not warranting further action.

- 1 Reference numbers the auditor assigns to the audit finding.
- 2 When audit findings are not corrected or are only partially corrected, the planned corrective action as well as any partial corrective action taken should be described.
- 3 Additional explanation is required when:
  - Corrective action taken is significantly different from corrective action previously reported.
  - Management believes the audit findings are no longer valid or do not warrant further action.

\_\_\_\_\_ PARISH \_\_\_\_\_ DISTRICT  
 \_\_\_\_\_ PARISH POLICE JURY  
 \_\_\_\_\_, Louisiana

**Corrective Action Plan for  
 Current Year Audit Findings  
 For the Year Ended \_\_\_\_\_, 19\_\_**

<u>Ref. No.</u> <sup>1</sup>	<u>Description of Finding</u>	<u>Corrective Action Planned</u> <sup>2</sup>	<u>Name(s) of Contact Person(s)</u> <sup>3</sup>	<u>Anticipated Completion Date</u>
Section I - Internal Control and Compliance Material to the Financial Statements:				
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Section II - Management Letter:				
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**Note:** This schedule should be completed at the completion of the audit and include all current audit findings and management letter comments. This includes internal control findings and compliance findings.

If management does not agree with the audit findings or believes corrective action is not required, then the corrective action plan should include an explanation and specific reasons.

1 Reference numbers the auditor assigns to the audit finding.

2 Management should clearly state the actions taken to date or its intended actions. The actions should be listed in detail.

3 Name(s) of contact person(s) responsible for corrective action.